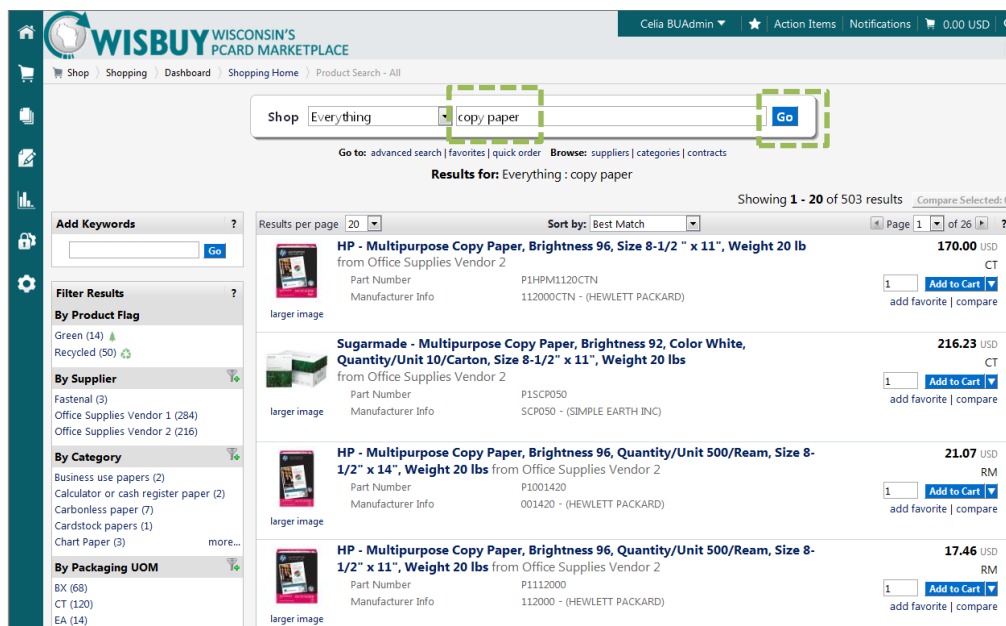# Comparing Items from Hosted and Punchout Catalogs

In this lesson, we will demonstrate how to compare items from hosted and punch-out catalogs. WISBuy lets you compare multiple hosted and Level 2 punch-out items side-by-side. If you want to compare a hosted or Level 2 punch-out item with a regular punch-out item, then you will need to add both items to your cart and do a comparison there. This demonstration will show you both of these scenarios.

1. From the home shop page, search for **copy paper**, and then select **Go** to start the search.

2. When the search results display, select the items to compare by clicking the compare link below the quantity, and then select the **Compare Selected** button.

3. Since these items were from a Hosted Catalog search, you can now see all of the product details side-by-side. At this point, you're pretty sure that you want this hosted item, so update the quantity desired and then select **Add to Cart**. The item has been successfully added to the cart.

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4. Once completed, click on the "Back to Search Results" button on the top of the page.

5. Notice that the other item does not have a price and does not have a link to add it to the cart. This item is a Level 2 punch-out item, which means to order this item, you must punch-out to the supplier's website to view the price, put the item in the punch-out cart, and then bring that item back into WISBuy.

Click the **Order from Supplier** link to view the item's price on the supplier's punch-out site.

6. We are taken to the supplier's punch-out site where we can see and search for more information about the product, including the price and availability. Select the quantity desired and then the "Add to Cart" button. Depending on the Punchout Site Settings the verbiage may not be exact, but begin the secure checkout.

6. a. Click "Check Out"

6.b. Click the "Complete Checkout" or Alternative button depending on the vendor site verbiage and the cart is returned to WISBuy.

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7. At this point, you can look at both the hosted item and the punch-out item to determine which item you want. If you decide that you don't want one of the items, select the checkbox next to the item
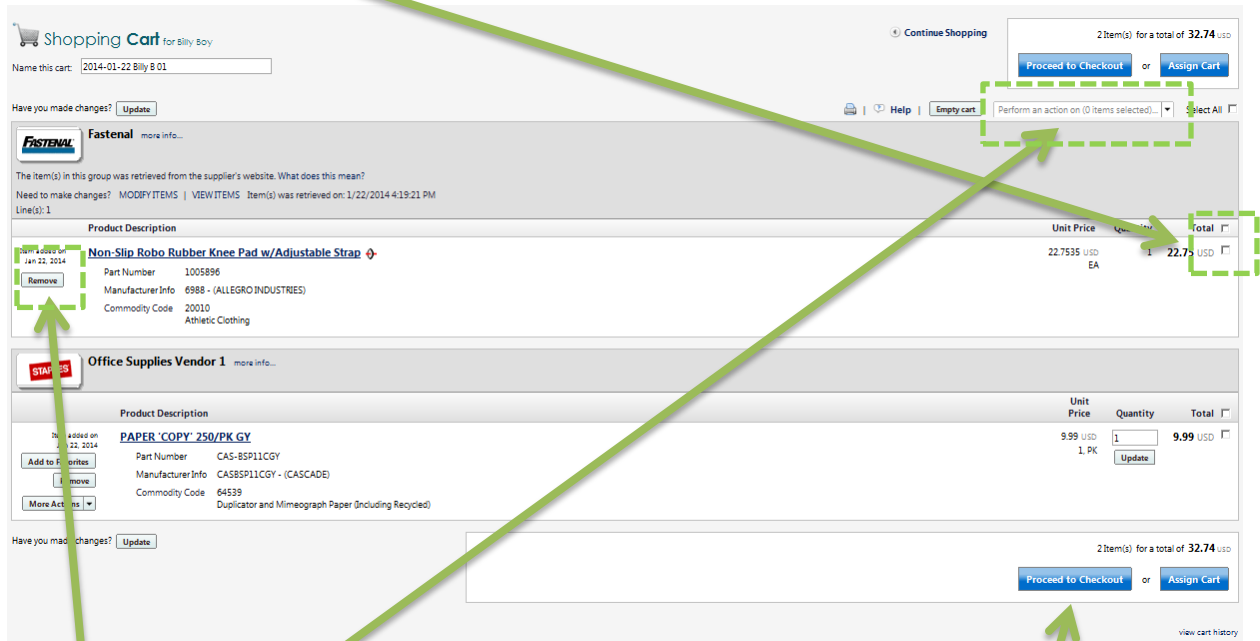
Then select "**Remove Selected Items"** from the drop-down menu or click on the "Remove" Button. The selected item has been removed, and you can now proceed to checkout as you would do with any other cart.

This concludes the lesson on Comparing Items from Hosted and Punchout Catalogs in WISBuy. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.

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